

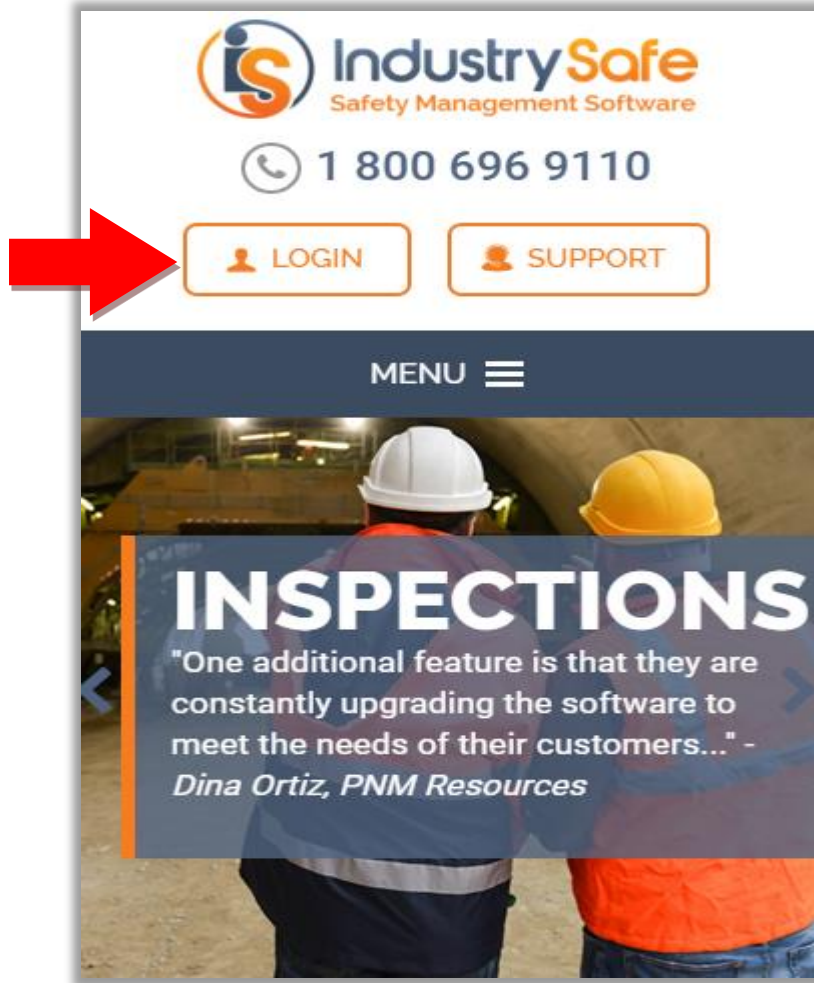
# **IndustrySafe Mobile Observations Guide**

This guide describes the process for entering an Observation using the IndustrySafe Safety Management Software on mobile devices.

## 1 Log in to IndustrySafe

1.1 From your smartphone, go to <http://www.industrysafe.com>

1.2 Click on the **Login** button at the top right corner of the page.



1.3 Enter your username and password and click the **Log In** button.

**IndustrySafe**  
Safety Management Software

**IndustrySafe Login**

Please log in to use the system.

Username:

Password:

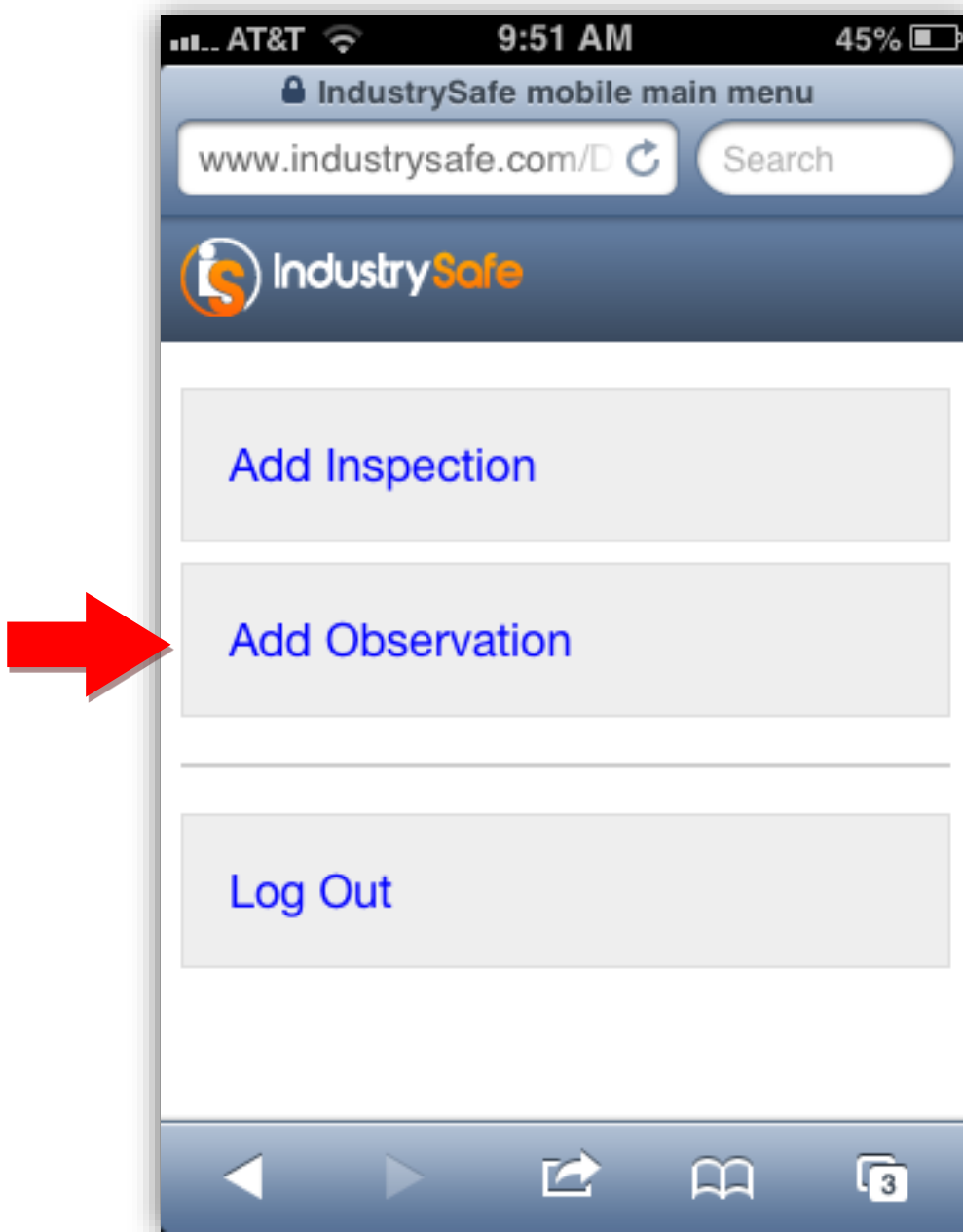
Remember me

[Forgot your password?](#)

**Note:** If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

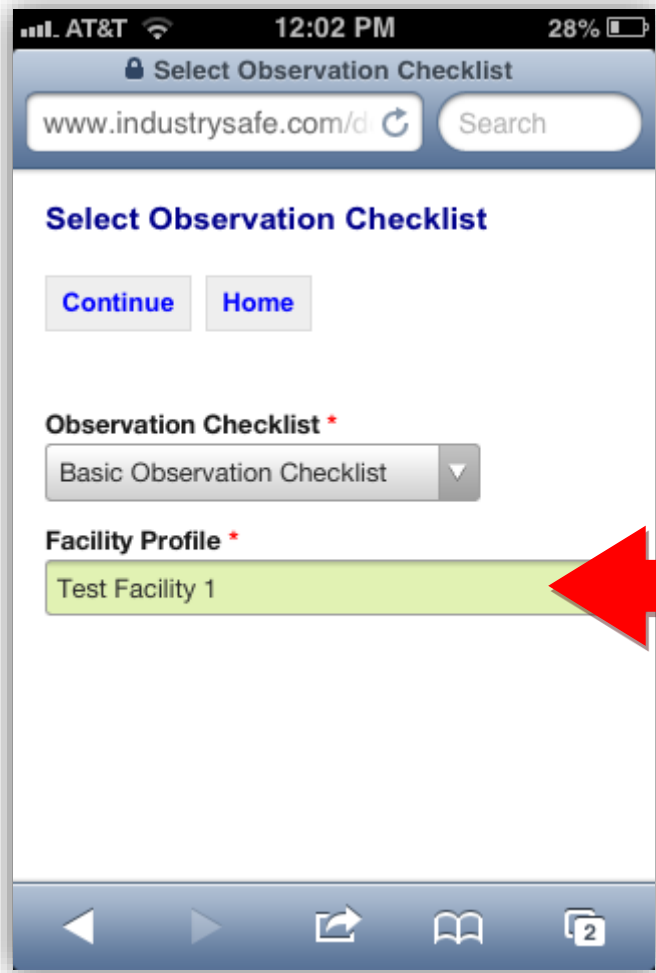
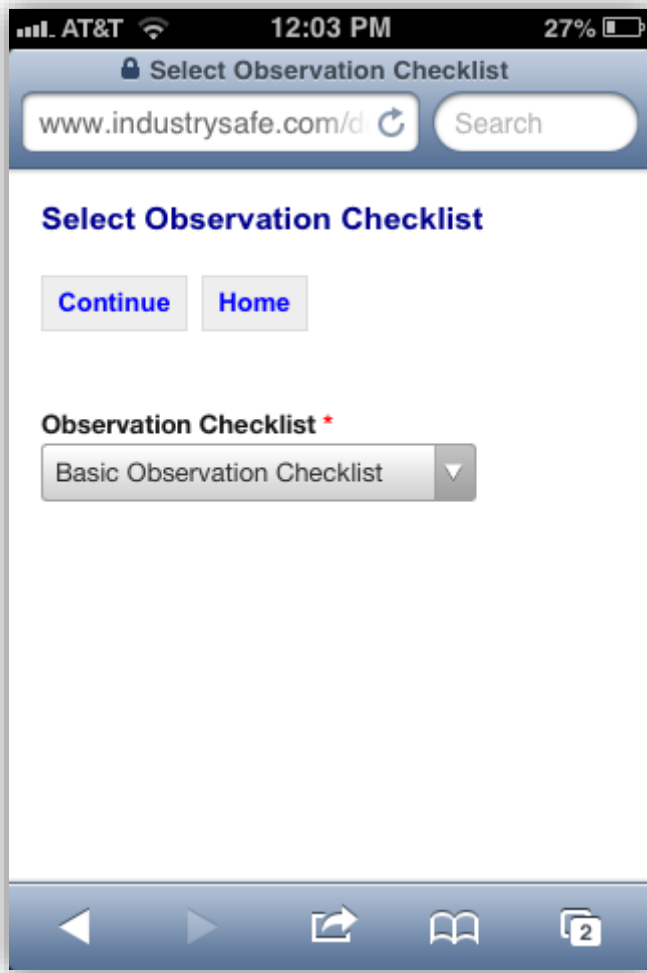
## 2 Open the Observation Module

2.1 Click the **Add Observation** button.



2.2 Select the Observation Checklist you would like to complete.  
Once selected, enter the name of the Facility you are conducting

the Observation for in hit the ***Continue*** button to proceed onto the checklist, or the ***Home*** button to be sent back to the home menu shown in step 2.1.



### 3 Complete the Observation Form

#### 3.1 Complete the Basic Information Section

The screenshot shows a mobile application interface for an observation form. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '12:03 PM', and battery level '27%'. Below the status bar, the title 'Observation Form:' is followed by 'Save' and 'Home' buttons. A dark blue header bar contains the text 'Basic Information' and a minus sign icon. Underneath, the 'Checklist' section shows a greyed-out 'Basic Observation Checklist' field. The 'Primary Observer Name \*' field is a text input with the placeholder 'Start typing name here'. Below this are four dropdown menus for 'Business Group \*', 'Region \*', 'Division \*', and 'Facility \*', all of which are currently greyed out. At the bottom, a navigation bar contains icons for back, forward, share, a book, and a notification badge with the number '2'.

**Note:** The fields shaded in grey are read only and will be filled in automatically.

### 3.2 Complete the Checklist

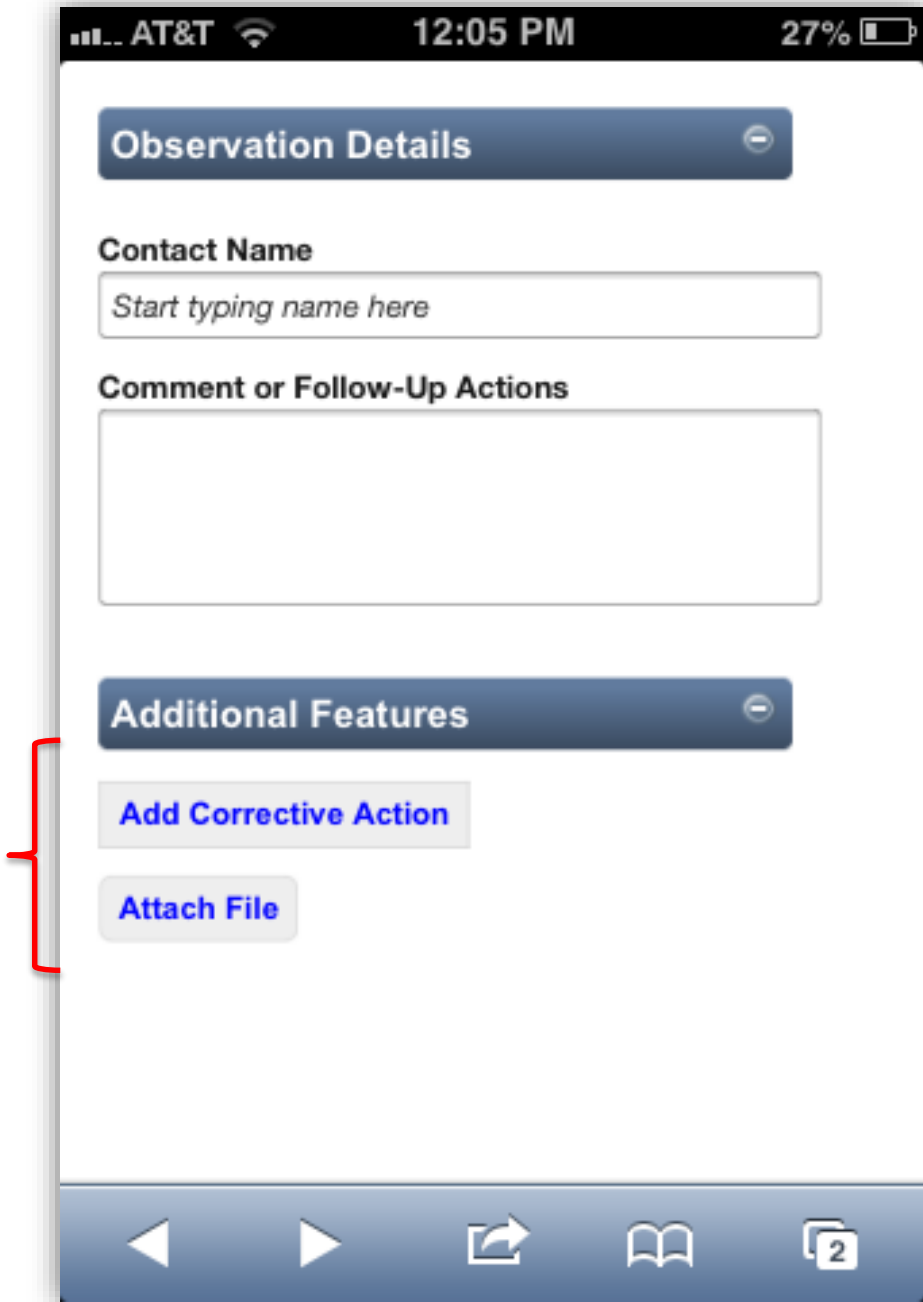
Click on a cell in the Safe or Unsafe (At-Risk) columns to check that item. A one will automatically be entered in each cell that you click on. To record multiple observations for the same category, change the value in the cell to the appropriate number.

The screenshot shows a mobile application interface for an observation checklist. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '12:04 PM', and battery level '27%'. The main title is 'Observation Checklist - Basic Observation Checklist'. Below the title is a table with the following columns: 'Category', 'Safe Act', 'UnSafe Act', 'Safe Condition', 'UnSafe Condition', and 'Follow Up Required'. The first row is for the category 'BPM' and contains the text 'Clear of pinch points, sharp edits and hot surfaces'. There are five empty checkboxes corresponding to the 'Safe Act', 'UnSafe Act', 'Safe Condition', and 'UnSafe Condition' columns, and a dropdown menu for 'Follow Up Required'. At the bottom of the checklist area, there are two buttons: 'Save' and 'Home'. A large red arrow points to the 'Save' button. The bottom of the screen shows a standard mobile navigation bar with icons for back, forward, share, home, and search.

3.3 Once you have finished the Observation checklist, click the **Save** button

## 4 Additional Features

- 4.1 To add a corrective action, click the **Add Corrective Action** button. To attach a file, click the **Attach File** button.





4.2 If you selected **Add Corrective Action**, complete the Basic Information section.

The screenshot shows a mobile application interface for recording corrective actions. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '12:05 PM', and a battery level of '27%'. Below the status bar, the title 'Corrective Action Recording Form:' is displayed in blue. Three buttons are visible: 'Save', 'Save and Add', and 'Home'. A dark blue header bar contains the text 'Basic Information' and a minus sign icon. The form fields include: 'Originating Type' with a dropdown menu showing 'Observation'; 'Originating System ID' with the value '9222 - Item " CA 1'; 'Date Identified \*' with a date picker set to '8/23/2013'; 'Business Group \*' with an empty dropdown menu; and 'Region \*' with an empty dropdown menu. At the bottom, a navigation bar contains icons for back, forward, share, book, and a notification icon with the number '2'.

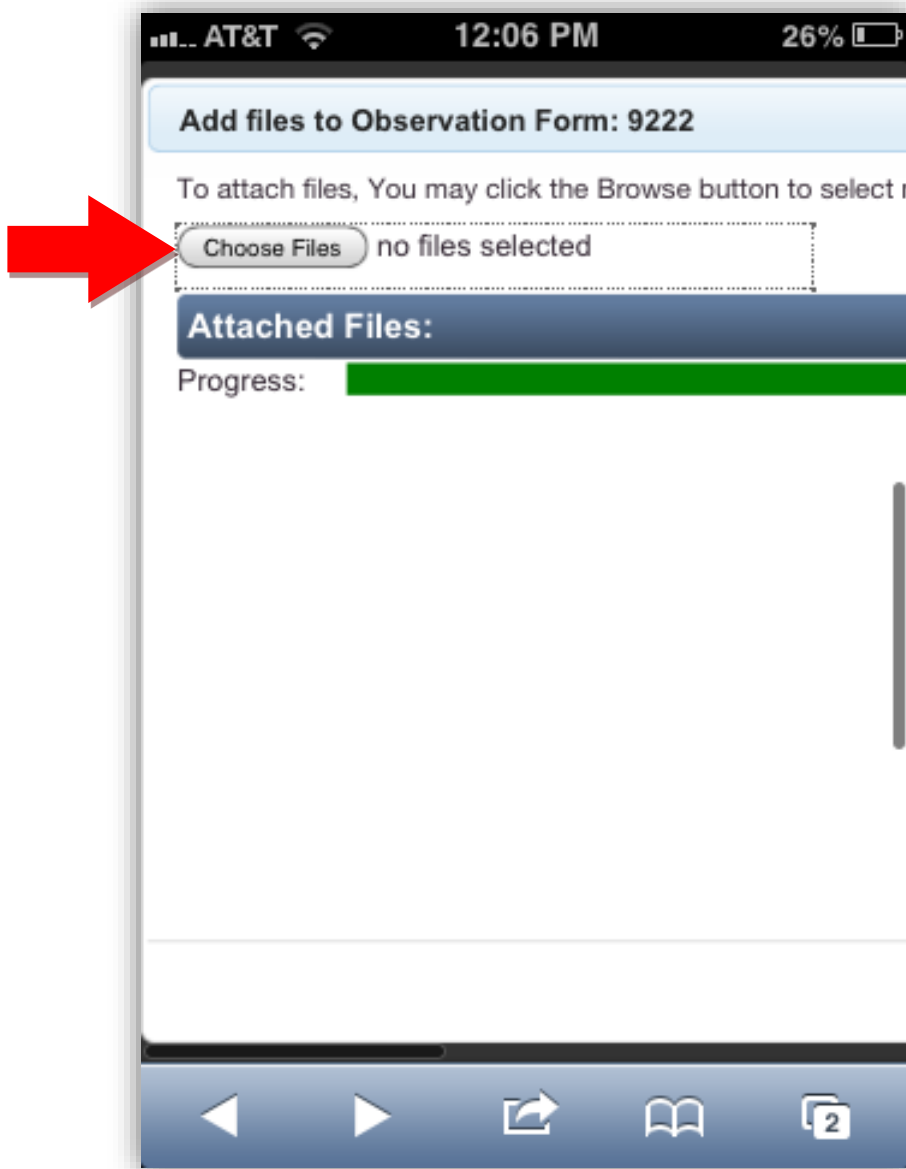
- 4.3 Complete the Resolution and Responsibility section. Once finished, click the **Save** button to save your changes, the **Save and Add** button to save and add a new corrective action, or the **Home** button to return to the main menu.

The screenshot shows a mobile application interface for the 'Resolution & Responsibility' section. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '10:20 AM', and a battery level of '39%'. Below the title bar, the form contains the following fields:

- Responsible Party \***: A dropdown menu with a blue information icon.
- Phone Number**: A text input field.
- Second Level Responsible Party**: A dropdown menu with a red 'For Overdue Notifications' label and a blue information icon.
- Estimated Start Date \***: A date picker field showing 'mm/dd/yyyy'.
- Estimated Completion Date \***: A date picker field showing 'mm/dd/yyyy'.
- Actual Completion Date**: A date picker field showing 'mm/dd/yyyy'.
- Status**: A dropdown menu currently set to 'Open'.
- Number of Days Until Due**: A text input field.

At the bottom of the screen, there is a navigation bar with icons for back, forward, refresh, home, and a notification icon showing the number '2'.

4.4 If you selected ***Attach File***, hit the choose file button to select your file to attach.



## 5 General Notes about IndustrySafe

- Fields with a red \* are required.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have

open on the screen will be saved. A pop-up will alert you before this happens.